

## TERMITE RENEWAL GUIDE

In addition to agency requirements, please include the following:

**Agency Termite Services requiring renewal are termite services with a warranty/bond.**

**Bond / Warranty** – renews annually, at a set price and no additional cost, as long as inspections are completed with same supplier annually and sometimes includes an ongoing maintenance.

**Termite Bond** - may include upfront inspections or services to take care of termite issues that were just discovered. It requires that the pest control company hold a select amount of money in a surety bond so that the contract owner does not have to pay anything extra for treatment and control if termites are discovered. It is for a specific period of time before a new treatment, system, and/or bait stations are required. This can be any period offered by the supplier, but usually runs 7 or 10 years. Termite Bonds also include inspections throughout the contract period. These inspections can happen annually, quarterly, or on an agreed-upon schedule.

**Termite Letter** - Please note that a “termite warranty” is different from a “termite letter”. A termite letter states if the inspected property is found free of termites upon inspection. Although most companies provide a letter upon the completion of an inspection, please note in your specifications if a termite letter is required by the agency.

### **REQUISITION REQUIREMENTS FOR TERMITE RENEWALS**

If RENEWAL of current services in which you have a warranty or bond, this should be entered as an **Exempt / Non-Biddable** AND **requires the Termite Renewal Response form to be completed by the bond/warranty holding supplier.**

- Requisition name should include **Renewal**.
- Always use the 5-digit commodity code 91059.
- Include your prior po number in the internal comment box.
- Include Valid Period and Account # if applicable
- Agency Specifications should include – the service address, Current system in use (ex: Sentricon), how it is to be billed. (Ex: This service is to be performed monthly and billed quarterly in arrears with recalls as needed at no additional charge). Also, use the appropriate quantity (ex: quantity 4) and unit of measure (Ex: Quarter) so that everything is consistent within the requisition. Only use Service by Amount if the price varies.
- The supplier must complete and return the **Supplier Termite Renewal Response Form** along with their quote.
- The **supplier’s quote** and **Supplier Termite Renewal Response Form** must be attached as a **“Quote”** and the **Director’s Non-biddable Approval letter** must be attached as the **“Required” document** on the RQ. The Supplier Termite Renewal Response Form can be found on the Purchasing website or by contacting the Buyer.
- Requisitions submitted that do not meet these requirements will be rejected.

**NOTE:** If seeking **NEW** service, this should be processed as a standard Quick Quote with sufficient specifications and inviting all commodity suppliers.